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Dear Ms. Sugarman,

This is in response to your March 15, 2012.

When the campaign sends out a request for funds either in letter request or to an event, we have a document which requests all information that is required for the FEC or our campaign. In ALL of our literature requesting funds, we have a paragraph explaining donations limits and according to FEC Rules and Regulations it is required that we receive the following information. Then we request name, address, phone number, email, employer, occupation as well as their signature on the document.

Sometimes, I will receive checks with no form or missing information that is needed for the reports. I will then immediately send out an information request letter within 24 hours thanking them for their donation and explain that according to FEC Rules and Regulations, we are required to obtain the employer's name and their occupation for our reporting purposes. I also enclose a self address envelope for their convenience to send the letter back to us with the required information.

If I do not receive a response within a two week period, a second request is sent out. So within 30 days of receiving the contribution, two request letters will go out. Many contributors have sent the information in and I update my records. For those who do not send in the required information, I keep sending letters in the hopes they will send me the information.

For those who have still not complied in providing us information, their name is removed from our mailing list and we no longer solicit for money.

If you would like, I can email or fax you a copy of our information request letter for your review.

If there is something else I should be doing, please let me know and I will enact the new procedure immediately.

Sincerely,

Nancy Marks
